

~~SECRET~~

65-5528

5 OCT 1965

MEMORANDUM FOR: Deputy Director for Plans  
 Deputy Director for Intelligence  
 Deputy Director for Science and Technology  
 Deputy Director for Support

SUBJECT : Control of Overtime

REFERENCE : Action Memorandum 355, 28 January 1964

1. Action Memorandum A-355 establishing overtime targets is hereby rescinded.

2. Deputy Directors are urged to continue to find ways of reducing overtime expenditures and to apply Agency overtime policies with consistency and equity. The Office of Computer Services will continue to provide to Deputy Directors the quarterly machine run of all employees in their Directorate receiving overtime.

/s/ L. K. White

L. K. White  
 Executive Director-Comptroller

cc: Inspector General  
 General Counsel

25X1

PAS/BPAM, [redacted] clr(i Oct 65) [redacted]

25X1

Distribution:

1 - Each Addressee and cc addressee

- Executive Registry

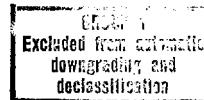
1 - DCI Admin Officer

- BPAM Subject (PAS)

1 - Office of Finance *Reading*

1 - PAS Chrono (withheld)

*1-24/10/65*

~~SECRET~~

**SECRET**

Executive Registry

65-5528

**MEMORANDUM FOR:** Deputy Director for Plans  
 Deputy Director for Intelligence  
 Deputy Director for Science and Technology  
 Deputy Director for Support

**SUBJECT** Overtime Controls

**REFERENCE** : Action Memorandum 355, 28 January 1964

1. Referenced Action Memorandum placing a target of 25% reduction in overtime from the 1963 level is hereby cancelled. No specific targets for offices or directorates will be set at this time, but you are urged to continue all efforts to reduce your overtime expenditures and apply the Agency overtime policies with consistency and equity.
2. The quarterly machine run of all employees receiving overtime in your Directorate will continue to be furnished to you, but the quarterly Office of Finance report will be discontinued. However, the Office of Finance and the Office of Budget, Program Analysis and Manpower will continue to maintain current financial and hourly overtime records which can be made available to you on request.

L. K. White  
 Executive Director-Comptroller

25X1  
 PAS/BPAM/ [redacted] 'clr(22 Sep 65) [redacted] 25X1  
 Distribution:

1 - Each Addressee (Identical memos to Inspector General &  
 1 - Executive Registry General Counsel)  
 1 - BPAM Subject (PAS)  
 1 - PAS Chrono

1 - DCI Admin Officer

**SECRET**

GROUP 1  
 Excluded from automatic  
 downgrading and  
 declassification